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_	Essential		Enhanced		Excellent	
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
Total Space	Minimum 1000 sq. ft.	0.6 sq ft per capita	0.9 sq ft per capita	0.9 sq ft per capita	1.2 sq ft per capita	1.2 sq ft per capita
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
Direct Service	Square Feet per station: 100		Square Feet per station: 125		Square Feet per station: 150	
Multi or single function -Check out	1 service point	2 service points	2 service points	3 service points	3 service points	4 service points
-Information -Children's Services -Youth Department -Reader's Advisory -Reference -Media -Special Collections -Local History -Genealogy		-circulation -reference	-circulation -reference	-circulation -reference -youth	-circulation -reference -youth	-circulation -reference -youth -other
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
Indirect Service	Square feet per	station: 100	Square feet per station: 125		Square feet per station: 150	
Multi or Single function -Checking in materials -Cataloging -Processing materials -Repairing materials -Acquisitions -Clerical -Programming	1 workstation	1 workstation per 6 FTE	1 workstation per 6 FTE	1 workstation per 4 FTE	1 workstation per 4 FTE	1 workstation per 2 FTE
-	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
Management	Square feet per station: 100		Square feet per station: 125		Square feet per station: 150	
Administrator(s)	Dedicated space	Dedicated office	Dedicated Office	Dedicated Office	Dedicated Office	Dedicated Office
Department Heads		Workstations	Workstations	Dedicated Office	Dedicated Office	Dedicated Office
Supervisors		Workstations	Workstations	Workstations	Workstations	Workstations
Clerical		Workstations	Workstations	Workstations	Workstations	Workstations

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	Essential		Enhanced		Excellent		
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	
Technical	Total 110 sq ft	Total 150 sq ft	Total 120 sq ft	Total 200 sq ft	Total 155 sq ft	Total 275 sq ft	
Services							
Router, Hub (s)	10 sq. ft.	50 sq. ft.	20 sq. ft.	100 sq. ft.	30 sq. ft.	150 sq. ft.	
Repair & Maintenance	25 sq ft	25 sq ft	25 sq ft	25 sq ft	25 sq ft	25 sq ft	
Server (s)	25 sq ft	25 sq ft	25 sq ft	25 sq ft	75 sq ft	25 sq ft	
Workstation (s)	50 sq ft per person	50 sq ft per person	50 sq ft per person	50 sq ft per person	50 sq ft per person	50 sq ft per person	
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	
Collection							
Open/unfilled shelving	10%	10%	15%	15%	20%	20%	
		Child: Paperback: Video: DVD:	Adult: 7 per linear foot Child: 20 per linear foot Paperback: 12 per linear foot Video: 12 per linear foot DVD: 18 per linear foot Audio Books: 18 per linear foot		CD recordings: 28 per linear foot Newspapers: 2 linear ft per title Magazines: 1 linear ft per title Magazine Storage: 1 linear ft per title Map File: 30 sq ft per file Microfilm Storage: 30 sq ft per file		
Public Workstations	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	
Computer	Square Feet per sta		Square Feet per sta		Square Feet per sta	Feet per station: 75	
	minimum	1 per 3,000	1 per 1,000	1 per 2,000	1.5 per 1,000	1 per 1,500	
	2 or	people served or	people served or	people served or	people served or	people served or	
	maximum wait	maximum wait	maximum wait	maximum wait	maximum wait	maximum wait	
	30 minutes	30 minutes	20 minutes	20 minutes	10 minutes	10 minutes	
Online Public	40 sq ft per station	40 sq ft per station	40 sq ft per station	40 sq ft per station	40 sq ft per station	40 sq ft per station	
Access Catalog	Maximum wait	Maximum wait	Maximum wait	Maximum wait	Maximum wait	Maximum wait	
	15 minutes	15 minutes	10 minutes	10 minutes	5 minutes	5 minutes	
Microfilm Reader	50 sq ft per reader	50 sq ft per reader	50 sq ft per reader	50 sq ft per reader	50 sq ft per reader	50 sq ft per reader	

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_	Essential		Enhanced		Excellent	
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
Public Seating	Square Feet per seat: 20		Square Feet per seat: 25		Square Feet per seat: 30	
does not include -meeting room seats -computer workstations	3 seats per 1000 people served	1.5 per 1,000 people served	7 seats per 1000 people served	2 seats per 1000 people served	10 seats per 1000 people served	3 seats per 1000 people served
	20 % child appropriate	20 % child appropriate	25 % child appropriate	25 % child appropriate	30 % child appropriate	30 % child appropriate
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
Assembly	Square Feet per sea	at: 10	Square Feet per seat: 10		Square Feet per seat: 10	
Conference Room	Access to space	12 seats	12 seats	15 seats	15 seats	20 seats
Multipurpose Room		50 seats	50 seats	100 seats	75 seats	150 seats
Children's Programming				35 seats		35 seats
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
Study	Square Feet per sea	at: 20	Square Feet per seat: 25		Square Feet per seat: 30	
	Designated Quiet Study Area 4 seats	Minimum 1 Room - 4 seats or 1 Room/4 seats per 15,000 people served	1 Room - 4 seats	1 Room - 4 seats per 12,000 people served	2 Rooms 4 seats each	1 Room/4 seats each per 10,000 people served
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
Storage	3% of gross	3% of gross	4% of gross	4% of gross	5% of gross	5% of gross
5	building space	building space	building space	building space	building space	building space
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
Non-Assignable	15% of total space	15% of total space	20% of total space	20% of total space	25% of total space	25% of total space
		HVAC Equipment Electrical Service Telephone System	Stairways Ramps Elevators Vestibules and Corridors	Restrooms Drinking Fountains Custodial storage		
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	Essential		Enhanced		Excellent	
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
Special Use	10% of total space	10% of total space	15% of total space	15% of total space	20% of total space	20% of total space
		Book Returns Bulletin Boards Display/Exhibit	Photo Copier CCTV Televisions	Listening Stations Public Telephone Friends of the Library		
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
Employee Space	Designated private space for duty free break Secure place to store personal items Access to refrigerator Access to appliance for heating food	rsonal items	Dedicated room with table and chairs Refrigerator and heating appliance Lockers available for personal use		Lounge furniture Individual, assigned locke Staff only restroom Filtered water	ers 
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
Needs Assessment	Conducted a facility needs assessment within in last five years  Has conducted a survey of residents of service area within last five years		Involved staff, administrators, users, and nonusers.		Engaged a facilitator to conduct study	